

**Franklin County Fiscal Court  
Job Description**

**Job title:** Payroll Clerk

**Location:** Office of the Franklin County Judge/Executive  
321 West Main Street, Frankfort, Kentucky

**Date:** September 1997  
Updated: July 1, 2010  
Revised: November 7, 2014

**Supervisor:** HR Director/County Judge/Executive and Deputy County Judge

**Status:** Non-exempt

**Salary Range:** \$30,000-\$35,000

Primary Duties:

- Prepares payroll for county employees
- Processes paychecks
- Performs electronic transactions for payroll (EFT)
- Maintains employee payroll database and master files (includes leave balances, W-2, direct deposit, payroll deductions, etc)
- Reconciliation of vendor bills
- Makes disbursement for insurance, garnishments, and employee deductions
- Issue reports and surveys for retirement, unemployment, firefighter incentive and other reports as requested
- Prepares letters and other correspondence as necessary
- Enters budgeting, accounting, returned payroll checks, and runs check register as requested
- Operates general office equipment including fax and copier
- Performs other duties as assigned

Minimum Qualifications:

- High School Graduate or (GED)
- Two years of payroll experience
- Strong communication skills with ability to maintain high level of confidentiality
- Capability to operate general office equipment
- Proficiency in work processing, spreadsheets and other computer applications, as required